

PLNU Art + Design / Art 470: Internship / 1 unit required. May take up to 6 Units / Fall 2017

Courtney Mayer / Office Phone 619.849.7328 / Email courtneymayer@pointloma.edu / Office Salomon Theatre Room 101 / Office Hours By Appointment

PLNU MISSION: TO TEACH. TO SHAPE. TO SEND.

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Art 470 Internship

An internship is a supplemental educational opportunity to explore career options and develop skills related to the graphic design and/or visual art industry, build confidence and develop professional networks.

COURSE LEARNING OUTCOMES

- > Practice **professionalism by using excellent interpersonal skills:** responsibility, ethics, initiative, organization, timeliness, preparation, motivation, good attitude, work ethic, care of your work and of care those you work with.
- > **Collaborate** productively
- > Understand and respond to **organization needs:** cognitive, social, cultural, technological or economic
- > Demonstrate advanced level art and/or design **visual principles and formal structures**
- > Practice **visual problem solving** and **critical thinking**
- > Develop advanced **research** and **ideation skills**
- > Constructively **critique** and **evaluate** when appropriate
- > Develop and apply **technical skills** through the **use of tools** and **technology**
- > Practice **flexibility—be nimble** and **dynamic**

Schedule and Internship Form Due Dates

ASAP **Information Form** Student to submit via email, courtneymayer@pointloma.edu

Oct. 20 **Mid-Semester Evaluation** Student to submit via email, courtneymayer@pointloma.edu

Dec. 15 **Time Sheet + End-Semester Evaluation** Student and supervisor to submit via email, courtneymayer@pointloma.edu

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PROCEDURE

1. **Register for the internship:** You may register for the internship even if you do not have a location secured. If you are not sure how many hours you will work, you can register for the maximum of 3 units. If you secure your internship and decide you cannot complete all the required hours, **you may drop 1 or 2 units before the "last day to drop" deadline.** Please be realistic about your time commitment.
2. **Calculate the number of hours:** (40 hours of on sight work) = (1 unit) is required for the major.
3. Do online research of possible internship sites and review—people, work, about section and see if this matches what you are looking for.
5. Call or email and ask if they have any available internships during the session you are interested in and the protocol for applying. Who should you address communications to? What do they want to see? In what format?
6. Prepare your resume, a cover letter, and a link to your work. **See OSV first about cover letter and resume writing, then see me as a second review.** I recommend putting your work on a free behance site. To get a behance site you register, choose a username and password and load your file (acceptable formats—jpg, .gif and .png). Only put up your strongest work.
7. Submit the required information to the organization. In the email say you will follow up in a week.
8. If you have not heard back from them call or email to follow up on opportunities. **It is your responsibility to secure an internship**
9. **Make a schedule with the supervisor:** Have an understanding of your schedule.
10. **Complete paperwork:** Fill out the attached forms. Return to me on the specified dates listed on the form.
11. **Keep good records:** Use the provided **information form, time sheet, mid-semester evaluation and end-semester evaluation form** to record your time and experience. Your supervisor will be asked to submit an end of semester evaluation of your performance.
12. **Be Professional!** Never use your phone or use social media in the work setting unless it is required for work. Be proactive. Be polite. Be of service. Be open. Be humble. Be honest. Ask questions! Clearly communicate. Have fun!

GRADING POLICY

Grades are recorded as **credit/no credit**. You must complete the registered amount of hours/units you selected. **You are required to record your on site work hours with verification by your work supervisor.** If you fail to meet the agreed upon number of hours for the units you selected you will not receive any credit. Exceptions to this policy are only made in cases of extreme hardship.

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INTERNSHIP

Due As soon as you secure your internship

Information Form

Intern Name

.....

Student ID No.

.....

Phone

.....

Email

.....

Company/Organization

Company/Organization Name

.....

Address

.....

Supervisor Name

.....

Phone

.....

Email

.....

Contact Agreement

Brief job description

.....

Responsibilities

.....

Internship beginning date

.....

Internship end date

.....

Numbers of hours per week

.....

Please circle credit awarded upon completion: 1 unit + 40 hours | 2 units=80 hours | 3 units=120 hours

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Required Signatures

Intern Signature

.....

Date

Faculty Signature

.....

Date

Internship Supervisor Signature

.....

Date

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INTERNSHIP

Time Sheet

Due Dec. 15

Week	M	T	W	Th	F	Supervisor Initials	Total hours
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							
Week 6							
Week 7							
Week 8							
Week 9							
Week 10							
Week 11							
Week 12							
Week 13							
Week 14							
Week 15							
Week 16							

Required Signatures

Designer Signature	Date
Faculty Signature	Date
Internship Supervisor Signature	Date

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INTERNSHIP

Student Mid-Semester Evaluation

Due Oct. 20

Information

Intern Name

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Supervisor Name

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Company Name

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Intern Performance Evaluation and Experience

Assess your overall experience. Do you feel you are gaining knowledge and skills? Are the interactions with your supervisor and/or other team members positive? Please explain.

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INTERNSHIP

Student End-Semester Evaluation

Due Dec. 15

Information

Intern Name

.....

Supervisor Name

.....

Company Name

.....

Intern Performance Evaluation and Experience

Assess your overall experience. Do you feel you have gained knowledge and skills? Has it been a positive experience? Would you pursue a job here or in a similar company/organization to this one? What are some things that surprised you about the field of graphic design? Would you recommend this company/organization to other students? Please explain.

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INTERNSHIP

Supervisor End-Semester Evaluation

Due Dec. 15

Information

Intern Name

.....

Supervisor Name

.....

Company Name

.....

Intern Performance Evaluation

Please briefly describe the intern's performance. Did their skills meet, exceed or fall short of your expectations? Have they made a valuable contribution? Did the intern exhibit a positive and professional attitude? Was the intern hardworking, punctual and organized? Do you have any constructive feedback that might help the intern? Your professional assessment of the intern's performance is extremely valuable. If you noticed areas where PLNU could improve and/or areas of strength we will use the information to assess the quality of our graphic design program.

Please email this evaluation to Courtney Mayer.

courtneymayer@pointloma.edu

Thank you for your time! It is greatly appreciated.

PLNU Policies

ATTENDANCE

Consistent attendance is critical to your success. You are expected to arrive on time with all your materials ready to work. If an emergency arises you must send me an email prior to our class meeting. Due to the intensity of the course daily attendance is essential. If you are absent from more than 10 percent of class meetings, I have the option of filing a written report which may result in de-enrollment. If the absences exceed 20 percent, you may be de-enrolled without notice. If the date of the de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade W or WF consistent with university policy in the grading section of the catalog. See Academic Policies in the undergraduate student catalog.

LATE ASSIGNMENTS

All assignments are to be submitted/turned in by the beginning of the class session when they are due. If you need special consideration please submit a written request. I reserve the right to modify the schedule as necessary.

ACADEMIC HONESTY

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. As explained in the university catalog, academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. Violations of university academic honesty include cheating, plagiarism, falsification, aiding the academic dishonesty of others, or malicious misuse of university resources. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for a) that particular assignment or examination, and/or b) the course following the procedure in the university catalog. Students may appeal also using the procedure in the university catalog. See Academic Policies for further information.

ACADEMIC ACCOMMODATIONS

While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may require academic accommodations. At Point Loma Nazarene University, students requesting academic accommodations must file documentation with the Disability Resource Center (DRC), located in the Bond Academic center. Once the student files documentation, the Disability Resource Center will contact the student's instructors and provide written recommendations for reasonable and appropriate accommodations to meet the individual needs of the student. See Academic Policies in the undergraduate student catalog.

FERPA POLICY

In compliance with federal law, neither PLNU student ID nor social security number should be used in publicly posted grades or returned sets of assignments without student written permission. This class will meet the federal requirements by distributing all grades and papers individually). Also in compliance with FERPA, you will be the only person given information about your progress in this class unless you have designated others to receive it in the "Information Release" section of the student portal. See Policy Statements in the undergraduate student catalog.

FINAL EXAMINATION POLICY

Successful completion of this class requires turning in all required forms listed in the syllabus.

USE OF TECHNOLOGY

NEVER use your phone for personal reasons in an internship setting unless it is an emergency.

COPYRIGHT POLICY

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.